

## ***CRIMINAL BACKGROUND CHECK POLICY***

Humane Home Care Agency requires any applicants that in Pennsylvania for at least 2 years to obtain a criminal history report from the State Police. The State Police may charge a fee of not more than \$22. A check or money order shall accompany the request.

Applicants that live outside of Pennsylvania or had lived outside of Pennsylvania for the last two years are required to obtain a Federal criminal history report and a letter of determination from the Department of Aging, based on the individual's Federal criminal history record.

Applicants shall return the Federal Bureau of Investigation fingerprint card and forms, and a cashier's check, certified check or money order payable to the Federal Bureau of Investigation in the exact amount established by the Federal Bureau of Investigation. Upon receipt, Humane Home Care will submit the request to the State Police for transfer to the Federal Bureau of Investigation. Humane Home Care may also require applicants to submit or obtain a criminal history record to furnish proof of residency through submission of the following documents:

1. Motor vehicle records, such as a valid driver's license or a State-issued identification.
2. Housing records, such as mortgage records or rent receipts
3. Public utility records and receipts, such as electric bills
4. Local tax records
5. A completed and signed, Federal, State or Local income tax return the applicant's name and address preprinted on it.
6. Employment records, including records of unemployment compensation.

Upon receipt of the criminal history report from the Federal Bureau of Investigation, Humane Home Care will determine if the applicant is eligible for employment for following The Department of Aging Ineligibility Determination List. Humane Home Care will contact the applicant with a written letter of determination.

Applicants shall complete all necessary forms. Humane Home Care shall assist an applicant to comply with this requirement if requested. Applicants are responsible for reviewing their own criminal history reports for accuracy

**I acknowledge that I have read above information regarding Humane criminal background policy and procedure and will adhere by it.**

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**Name of Employee**

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**Date**